



**MINUTES
REGULAR COUNCIL MEETING
September 3, 2019 / 6:00 pm**

- **CALL TO ORDER 6:00 PM**
- **PLEDGE OF ALLEGIANCE**
- **ROLL CALL** Martell, Spanjers, Bissen, Pfiffner, Walsh
- **ACTION TO CHANGE AGENDA:**

- 1. Consent Agenda:** Clerk Martell added payments to Banyon, LMC (Membership and Mayor Association dues), Acentek, Tactical Solutions, Penguin Management. Request for approval of the temporary liquor license for the Lions Club Gun Raffle on 10-19-19. Approved with changes: Motion by Martell, Second by Pfiffner. Unanimous.

All items listed under the consent agenda are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

1.1 Minutes:
Aug 6, 2019

1.2 Bills Payable Through: Aug 30, 2019

1.3 Consolidated Balance Sheet Aug 30, 2019

- 2. Water/Waste Water/City Engineer Report:** Matt Vetsch informed the Council of his discussion with Davy Engineering regarding the Water Study to be conducted. Davy noted that the quote from earlier this year would remain the same and they would begin the process of the Survey as soon as they were able to get it into their schedule.
- 3. Library/City Hall/City Center Report:** Barb Bissen noted that DeAnna would only be working a few more days and Kirsten would be on vacation so she would be helping out at the Library. She noted the good turnout for the World War Presentation held at the Library on August 29th and she is hoping for a good crowd for the local author presentation to be held at City Hall on September 12th.
- 4. Police Dept./City Attorney Report:**
- 4.1** Curb Stop Policy/Ordinance: Skip provided a draft of the ordinance but he suggested the City hold off to see if they would adopt the MN Basic code, as this would cover the Curb Stop Policy.
- 4.2** Used Spring Grove Police Car: Chief Schuldt discussed the opportunity for the City to purchase a new Squad car from the City of Spring Grove. The Council also discussed the sale of the current vehicle. Motion to work with the City of Spring Grove on the purchase of their Squad car made by Spanjers, Second by Spanjers. Unanimous.
- 4.3** Emergency Management: Chief Schuldt discussed the request for reimbursement on the damage to Como Falls and Potters Alley from the July 2019 rain event. Chief Schuldt, Matt Vetsch and Clerk Martell met with MN HSEM and provided cost recovery information. Schuldt noted that he is hopeful for the reimbursement to be approved. Chief Schuldt also asked for permission to submit a portion of the reimbursement request for the first phase of the Como Park repairs. To complete the project the City will need to purchase tables and benches. Motion to purchase two tables and a bench for Como Falls Park made by Martell. Second by Pfiffner. Unanimous.
- 4.4** Main Street Saloon Car Show October 5, 2019: Chief Schuldt discussed a request from a local business to shut down Main Street for a Car Show. The Council discussed the Liability to the City. Motion to allow access to City Parking lots and to allow closed parking along Main Street with cars parked parallel and no angled parking by Walsh, Second by Spanjers. Unanimous
- 4.5** MN Basic Code: Skip Wieser presented a summary of a uniform MN Basic code created by the LMC in connection with a company called American Publication. The Basic code could be changed to fit the City of Hokah but it is geared towards smaller cities. Skip noted the next steps would be for the Council and staff to review the Code and determine the items that would best fit the operations of the City of Hokah. Skip will email a copy of the code to Clerk Martell.
- 4.6** Sidewalk Ordinance/Policy: Skip Wieser reviewed the Sidewalk Ordinance from 1905. Councilman Martell noted an update to the Ordinance that he believed to have been adopted around 2000. Skip asked to have Clerk Martell look into the more recent policy and if she is unable to locate the information, then the Council could move forward with updating the Ordinance.
- 5. Streets / Maintenance Report:** Motion to replace sewer pipe by Potters Alley if the State approves the cost share

made by Martell, Second by Spanjers. Unanimous.

6. **Recreation Board Report:** Vetsch asked about the date for the Dogapalooza and said he would reach out to the Rec Board. The Council suggested that the Rec Board schedule a meeting and talk about how the season went and what the expectations are for the future.
7. **Planning Commission / Zoning Report:** The Zoning Committee approved the Zoning Application for a shed at 510 Ash Street.
8. **New Business:**
 - 8.1 Budget Report-Clerk Martell provided the updated reports and Tax Levy information from the Budget Hearings. The Council discussed the need to include the COLA increase in the budget which was not included during the Budget Hearing. Pfiffner made a motion to include a 3% COLA increase in the 2020 budget. Second by Spanjers. Aye: Martell, Spanjers, Pfiffner, Walsh. Nay: Bissen. Motion to approve the 2020 Tax Levy made by Martell. Second by Pfiffner. Unanimous.
 - 8.2 Tom Kirchoff – 1 Year Probation: Motion to remove Tom from Probation made by Martell. Second by Pfiffner. Unanimous.
 - 8.3 Life Insurance and Short Term Disability Requirements: Clerk Martell provided the eligibility requirements for Life Insurance at 20 hours/week and Short Term Disability at 30 hours/week. United Heath requested that the City adjust the requirement to be the same. Martell also noted the requirement for Health Insurance provided by Blue Cross/Blue Shield is 25 hours/week. Motion to change the requirement to 30 hours/week for Life Insurance, Short Term Disability and Health Insurance made by Martell. Second by Bissen. Unanimous.
 - 8.4 Mike Rasmussen Police PERA Resolution: Mike Rasmussen has been eligible for PERA benefits but has not been enrolled. The City will need to provide past salary information and will need to pay for all unpaid benefits. Mike will be automatically enrolled in the Coordinated PERA plan but a Resolution is required to be enrolled in the Police and Fire Plan. Motion to approve the Police and Fire PERA resolution made by Spanjers. Second by Martell. Unanimous.
 - 8.5 Tas-tee Shoppe Window: The owner of the Tas-tee Shoppe requested the installation of a window in her rental property. The Council decided this was not a necessary installment and noted that she could install the window at her own cost.
9. **Old Business:**
 - 9.1 City Utility Bills: The Council discussed the current process of any balances being assessed to the property taxes at the end of the year.
 - 9.2 Water Improvements: Update provided by Vetsch that Davy Engineering would plan to begin the Water Survey.
10. **Council Member's Comments/Community Input:** None
11. **Mayor's Comments:** Meet the Mayor – August 21
12. **Staff Correspondence:**
13. **Correspondence Received:**
14. **Announcements:**
15. **Next Council Meeting:** October 1, 2019
16. **Items for next Agenda:** MN Basic Code, Sidewalk Policy
17. **Adjournment:** Motion made by Bissen. Second by Spanjers. Unanimous. Adjourned at 7:34 PM